

## **LABOUR RISK PREVENTION POLICY**

*Dear collaborator:*

*You are about to start a new season at Insotel, a company of Grupo de Empresas Alonso Marí S.A. Before you do so, I would like you to know that occupational risk prevention, among other issues, is a basic pillar for the company that I have the privilege of managing. Based on this statement, I would like to share with you our occupational risk prevention policy, which is based on these fundamental principles:*

- ***Respect for the safety and health of people.*** *Insotel considers human resources to be its most valuable asset. For this reason, its activity is always developed from the principle of safeguarding the life and integrity of all people, both those hired by the Group and those of other collaborating companies.*
- ***The integration of occupational risk prevention in the Organization.*** *Compliance with the previous section would not be possible if the functions and responsibilities of each component in terms of occupational risk prevention were not defined for each hierarchical line of the Organization. Insotel defines them in writing and understands that the prevention of occupational risks must be present in all decisions taken and in all operations that must be carried out, obviously, within the pragmatism and common sense that can be applied.*
- ***Interrelation with the people of the Organisation and their motivation.*** *Insotel is open to the participation of all the people in the Organisation through the channels established for this purpose. For this reason, it believes it is necessary to involve the fundamental lines of action in terms of occupational risk prevention, through direct communications or, where appropriate, through the Prevention Delegates and the existing Health and Safety Committees. The prevention of occupational risks is everyone's business.*
- ***The definition of working methods.*** *Insotel believes that safety is not something that can or should be separated from the usual work processes. Therefore, it understands that there should only be one correct procedure for each operation. To ensure strict compliance, it defines them in writing and distributes them appropriately.*
- ***The training of people.*** *Insotel makes a considerable effort so that all the people in the Organisation can identify the risks involved in carrying out their tasks and, consequently, can carry them out in conditions of total safety. To this end, it informs and trains them adequately and sufficiently.*
- ***The monitoring of people's health.*** *Insotel, in addition to what is mentioned in the previous section and for its correct management, considers it essential to*

*know that the health of each person in the Organisation is maintained within the appropriate parameters, always respecting the due confidentiality of this information as required by law. It also makes it possible for every one of these people to have access to detailed information on their state of health in accordance with the activity they carry out.*

- ***Avoiding accidents and occupational pathologies and continuous improvement.*** *Insotel believes that accidents are the result of different events that, when linked together, produce an undesired effect. Consequently, it believes that action can be taken to break the chain of events. This statement implies that the Organisation considers it necessary to gradually advance in its objectives regarding accidents, progressively increasing its demands and going deeper and deeper into the actions to be carried out.*
- ***Respect for current legislation.*** *Insotel believes it is necessary, as an inescapable social value, to be involved in compliance with the legal precepts that govern this matter. This is the only way to guarantee sustainability in the sector of activity in which it participates.*
- ***The systematic and periodic review of the Occupational Risk Prevention Management System.*** *Insotel has designed its Management System or Occupational Risk Prevention Plan by analysing its idiosyncrasy and with efficiency criteria, always providing it with the resources deemed necessary. However, it is aware that it must be periodically reviewed objectively to identify possible deficiencies and to establish the dynamic of continuous improvement.*

*This policy established in occupational risk prevention governs the day-to-day activity of the Organisation and pursues no other aim than to achieve the highest possible level of health and safety at work. It is therefore essential that every person in the Organisation is aware of it and acts in accordance with these principles. That is why I encourage you to comply with the established rules and working methods. In this way, I am convinced that your safety and health will be always preserved.*

*I would like to welcome you and hope that you will feel at ease with us.*

President & CEO

Javier Mari Washbourne

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